

Student Qualification Requirements

Applicants must:

- live and go to school in the county the student is applying for, and
- by the summer, have completed the school term as a sophomore, junior, or senior, and
- be at least 16 years of age by date of hire.

Note: If you are offered an internship, are under 18 years of age, **AND** will not be graduating prior to the start of the program, you will be required to obtain a work permit.

Application Process

To apply, go online to:

www.mtc.ca.gov/jobs/high_school/

- 1 Complete online application.
- 2 Attach a page that describes in your own words a transportation problem in your community and explains what you think could be done to help resolve the problem.
- 3 Attach one letter of recommendation from a teacher, principal, counselor, religious leader, or employer (two letters are required if GPA is below 2.8).

After an initial screening process, the best-qualified candidates will be notified as to which one of our transportation agency partners they have been selected to interview with.

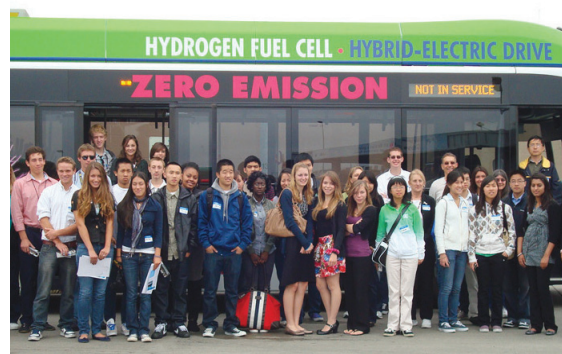
Interviews will be conducted either in person or by telephone.

For More Information

Contact MTC's High School Intern Coordinator at 510.817.5807, or e-mail InternCoordinator@mtc.ca.gov, or visit MTC's Web site at www.mtc.ca.gov/jobs/high_school/.

About MTC

Created by the state Legislature in 1970, the Metropolitan Transportation Commission is the transportation planning, coordinating, and financing agency for the nine-county San Francisco Bay Area. A 19-member policy board not only directs MTC, but also, since 1998, the Bay Area Toll Authority (BATA) and, since 1988, the region's Service Authority for Freeways and Expressways (SAFE). MTC has sponsored a high school internship program since 2000.



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Metropolitan Transportation Commission



High-School Internship Program



GAIN EXPOSURE

TO CAREERS IN TRANSPORTATION

The purpose of the Metropolitan Transportation Commission's summer internship program is to promote interest in transportation as a potential career; help students understand the role of transportation agencies in the community, county, and region; provide skill-building opportunities during all phases of the program; and provide assistance to our partner transportation agencies.

The program was conceived by MTC's Minority Citizens Advisory Committee to encourage young people who might not otherwise consider a career in transportation.

Students of all orientations and abilities are strongly encouraged to apply.

How the Internship Works

Approximately 35 summer internships are available throughout the nine counties of the San Francisco Bay Area: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma.

The work site locations vary and at the beginning of each year are posted on MTC's Web site at www.mtc.ca.gov/jobs/high_school/.

Students are paid a competitive hourly wage.

Students will generally work Monday through Friday, 8 am to 5 pm (there may be some exceptions), up to 40 hours per week.

Most internship positions are flexible and designed to meet the needs of the student. Students may work full-



time or part-time for up to ten weeks between the months of June and September.

Internship activities vary depending on the needs of our partner agencies and the skill set and interests of the intern.

How You Will Spend Your Summer

While you will undoubtedly be spending most of your time with the agency you have been selected to internship with, MTC will offer excursions that provide the advantage of learning first hand about current transportation matters in the Bay Area.

There will be an Intern Forum, where you will present what your internship has taught you about transportation in your community. This is a great opportunity to use your creativity and share with others the interesting work you did during the summer.



Minimum Skills Agencies Are Seeking

- Basic computer skills (Word & Excel) and basic math
- Effective communication and customer service skills
- Eagerness to learn something new and challenging
- Willingness to work in an office and/or in the field
- Ability to get around on public transportation
- Ability to perform basic office tasks, such as typing, managing data, conducting research and compiling information from files

Examples of Typical Assignments

- Assist in the survey of sidewalks to confirm the city is in compliance with the Americans with Disabilities Act
- Assist with completing traffic and pedestrian counts, and participate in train-ride observation checks
- Learn to use geographic information system (GIS) and/or Computer Aided Drafting (CAD) software to assist with support tasks for corridor planning
- Inventory and survey bicycle lane projects for "before and after" results; survey bicycle signage and parking locations to update databases